

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

JESSIE MEDLIN, PRESIDENT 2002 PRESIDING

NOVEMBER 4, 2002

A. CALL TO ORDER

The November 4, 2002 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Chief Deputy Charlie Brown of the DeSoto County Sheriff's Department was present and did open the DeSoto County Board of Supervisors meeting in a regular session to hear any and all business to come before the Board. The following were present:

Supervisor Jessie Medlin-----District 1
Supervisor Eugene C. Thach-----District 2
Supervisor Gerald Clifton-----District 3
Supervisor John Caldwell-----District 4
Supervisor Tommy Lewis-----District 5
W. E. Sluggo Davis-----Chancery Clerk
Sheriff James Albert Riley---- -----Sheriff
David Armstrong-----County Administrator
Bobby Chamberlin-----Board Attorney

B. INVOCATION

Supervisor Tommy Lewis presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF OCTOBER MINUTES

The official minutes of the Board of Supervisors were read for the month of October 2002, pursuant to Section 19-3-27 of the Mississippi Code of 1972, Annotated. Supervisor Eugene Thach made the motion and Supervisor John Caldwell seconded the motion to approve the minutes of the Board of Supervisors, with clarifications made by the Supervisors, for the month of October 2002. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	ABSTAIN
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

E. OLD BUSINESS

1. Report from Committee to Inspect 2ND Floor Administration Building

In accordance with Section 19-13-15 of the Mississippi Code Annotated, before the Board of Supervisors shall make a payment to any contractor for building or for doing any work on a public building where the contract price exceeds \$1,000.00, they must first have the same inspected and accepted by a committee, and have the certificate of the

ITEM E.1, CONTINUED,

committee, under oath filed and entered on the minutes of the Board. Such committee shall be appointed by the Board of Supervisors for that purpose and shall consist of at least two (2) members of the Board of other districts than the one in which the work is done. The Board shall not make the final payment on any such works or building without first having the same inspected as a whole and accepted by a committee of the Board, as herein before provided, and until the specifications are complied with and the work completed. Supervisor John Caldwell said that he and Supervisor Gerald Clifton were appointed as the committee to inspect the 2ND Floor Renovation of the Administration Building and they found everything to be in compliance upon inspection.

Supervisor John Caldwell made the motion and Supervisor Gerald Clifton seconded the motion to approve the inspection of the 2ND Floor Renovation of the Administration Building done on November 4, 2002 by the committee and it being accepted by the Board of Supervisors. The motion passed by a unanimous vote. ****See Exhibit E.1.****

2. Report from Committee to Inspect – Morning Star Road & Harper Road

Supervisor Tommy Lewis made the motion and Supervisor John Caldwell seconded the motion to hold this item over until the Board meeting on November 6, 2002. The motion passed by a unanimous vote.

3. Lease Agreement for Central Maintenance Equipment

Board Attorney Bobby Chamberlin said he had spoken with Southwest Leasing about the information in the lease agreement that does not conform to Mississippi State law. Bobby Chamberlin said that he had sent a modified agreement to Southwest. They were to let him know by Wednesday, November 6, 2002, if the language is agreeable. Bobby Chamberlin said due to their waiting to hear from Southwest, this item needs to be carried over until November 6, 2002.

Supervisor Gerald Clifton made the motion and Supervisor John Caldwell seconded the motion to carry this item over until Wednesday, November 6, 2002. The motion passed by a unanimous vote.

4. Approval to Purchase Uniforms for Tax Assessor's Personnel

Tax Assessor Parker Pickle appeared before the Board of Supervisors to discuss the request to purchase uniforms for his personnel that are doing assessments or other work in the County and who are outside the office on a regular basis. Mr. Pickle said he wanted to give the public a comfort level that his staff of Assessors are County employees by them wearing shirts with a County logo on them. Hopefully this recognition would allow property owners to feel more comfortable when they are approached by the Assessors.

Supervisor Jessie Medlin said the Board questioned what would be on the shirts that would associate them with the County. Supervisor Medlin asked if the use of County badges would give the County recognition to the staff. Mr. Pickle said they have badges already, but shirts give a better level of comfort for recognition.

Supervisor Eugene Thach said the vehicles that are used by the Planning Department have signs indicating they are DeSoto County vehicles and suggested this was the recognition of the County. The Board and Mr. Pickle discussed that often the landowner does not have direct site of the vehicle.

Supervisor John Caldwell said the recognition needs to be an official appearance, such as a Central Maintenance or Sheriff's Department uniform would provide, and not a style appearance. Mr. Pickle said he had requested several different colors for the shirts, but

ITEM E.4, CONTINUED,

said the complete uniform would accomplish the same goal. However, Mr. Pickle said the full uniform would be much more costly to County taxpayers.

Purchasing Director Jeannine Ruby said the Buildings & Grounds staff has four uniforms that are gray and blue and they dress casual on Fridays. Ms. Ruby said the Tax Assessor has requested five long sleeve shirts and five short sleeve shirts and all are different colors. The Board said that the different color of shirts should not be an issue.

Supervisor Jessie Medlin said he wants the County employees and County residents to feel safe, but the decision of how to handle the situation is the question. Mr. Pickle said his staff has to make cold calls and knock on doors of property owners and the uniform is very important. Supervisor Eugene Thach said that he or his wife won't let someone in their home unless they know who they are.

Supervisor Tommy Lewis expressed concern that the print on the shirts would be big enough for residents to read easily.

Supervisor Eugene Thach made the motion and Supervisor Tommy Lewis seconded the motion to approve the purchase of uniform shirts in the long and short sleeve, in whatever color the Tax Assessor decides, for the field staff of Assessors or employees who work outside the office on a regular basis, and to require the writing on the shirts to be large enough to be easily seen by County residents. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	NO
Supervisor Tommy Lewis	YES

Supervisor Medlin said the field staff should make sure they have nametags on also.

Supervisor Thach said if it is important to have a uniform on Monday, then the same applies for the uniform on Friday.

5. Bids Under Advisement – Civil Defense/Aviation

County Administrator David Armstrong said the bids for the Civil Defense/Aviation were opened on October 16TH and taken under advisement in order for Marvin Johnson, Architect, to review them for recommendations to the Board.

Marvin Johnson said he had two possibilities to cut the contract, but the most he could cut is \$180,000 to \$185,000 from the low bid of \$858,500. Mr. Johnson presented the possibilities of taking out the asphalt and replacing it with limestone for the parking facility; to take the fencing out that was \$31,000; to take out the \$50,000 aviation building oil and water separator drainage system; to take the masonry on one side of the building and replace with siding that would save \$20,000 and to cut back the aviation building size by 3,000 sq. ft.

David Armstrong asked about doing the two buildings separately. Marvin Johnson said this could be done, but some things are a fixed cost like the site work and the sewer system, which are necessary and would not change the cost of the buildings. Supervisor John Caldwell asked why the oil and water separator should be taken out.

Chancery Clerk Sluggo Davis asked the Board Attorney if there is a law that states if a bid comes in higher than a certain amount, can the Board accept the bid? Board Attorney Bobby Chamberlin said Section 31-7-13 of the Mississippi Code states that if the lowest bid is not more than 10% above the amount of funds allocated for a public

ITEM E.5, CONTINUED,

construction project, then the agency or governing authority shall be permitted to negotiate with the lowest bidder in order to enter into a contract for an amount not to exceed the funds allocated.

a. Approval to Reject Bids

Supervisor John Caldwell made the motion and Supervisor Eugene Thach seconded the motion to reject the Bids on the EMA/Aviation Buildings that were opened on October 16, 2002. The motion passed by a unanimous vote.

b. Approval to Rebid

Supervisor John Caldwell made the motion to relook at the building estimate and rebid the EMA/Aviation Buildings. Supervisor Gerald Clifton seconded the motion.

Supervisor Clifton asked if the Aviation Building would be big enough. Marvin Johnson said just barely, but if it is built as a 110' X 100', the Sheriff can store the motorcycles there. Supervisor Tommy Lewis asked the Sheriff if the building that is being used would no longer be necessary. Sheriff Riley said yes, it would not be needed.

Supervisor Lewis asked if the oil and water separator drain is mandatory for the building. Marvin Johnson said that if a drain is installed in the building then the oil and water separator is necessary.

Supervisor John Caldwell said he would like to modify his motion to rebid the EMA/Aviation Buildings with the requirement for the Bids to have addendum's for: (1) asphalt, (2) fencing, (3) masonry, (4) drainage and (5) aviation hanger and to separate the two buildings for separate construction. Supervisor Gerald Clifton seconded the modifications to the motion. The motion passed by a vote as follows:

Supervisor Jessie Medlin	NO
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

Jim Bearden, Director of Operations and Maintenance, said that if the Board decides to go with the limestone and go thru the general contractor it might cost more. We could use the County bid and save money then reimburse the Road Department budget.

Supervisor Eugene Thach said since the Board has started this project, the animal shelter need has come up and asked where we plan for it to be built? Supervisor Tommy Lewis said the Board would have to do both projects. Supervisor Clifton said the Board discussed doing the animal shelter at the landfill and he has received questions regarding how it would effect the horse arena. Marvin Johnson the shelter won't effect the horse arena at the landfill location. Supervisor Thach asked what is this Board's priority. Supervisor Caldwell said the Board has to do both projects and one does not effect the other.

T. H. Walker, Civil Defense Director, said they would have equipment outside and inside the building and this is the need for the fencing. Supervisor Thach asked what is the size of the Civil Defense Building? Jim Bearden said it is 125' X 35' building. Marvin John said the building would have one heated bay area to be worked in, an 800 sq. ft. meeting room, plus restrooms. Supervisor Medlin asked Marvin Johnson if he had met with Russell Dorris about these plans. Marvin Johnson said yes, we have met and discussed the plans.

David Armstrong asked Marvin Johnson if, when Central Maintenance expands, this

ITEM E.5, CONTINUED,

would cause problems for their expansion. Marvin Johnson said the way the plans are going this would not effect the Central Maintenance expansion.

Supervisor Caldwell said there was a lake on the back of the property that would have to be filled in. Supervisor Thach said the area that Aviation is using now could still be used by Aviation, but the animal shelter has no alternative, but a new building. Supervisor Caldwell said the Board did not receive notice from Southaven in order to budget for the animal shelter. Supervisor Thach said it would take a half million dollars for the EMA/Aviation project from the contingency and this would leave nothing for the animal shelter. David Armstrong said the Board could take a portion of the \$1.9 million that was in the budget for the Juvenile Facility that has been cancelled. Supervisor Medlin said he had to agree with Supervisor Thach that this Board has projects that require spending money and the County does not have it in the budget.

Pete Mathison, from Aviation, spoke to the Board about Conger Park being close to the hut and being squeezed in by the growth in the area.

Supervisor Thach asked how long it would take to build the EMA/Aviation buildings. Marvin Johnson said it would take six to eight months to complete the building. Supervisor Thach said the animal shelter is critical to the County. Supervisor Thach suggested the County could do some of this work on the site. Supervisor Caldwell said the County has promised to do the site work for the horse arena and this hasn't been done.

Supervisor Jessie Medlin said his dissenting vote is because the County is spending money without considering the cost and budget implications.

F. NEW BUISINESS

1. Civic Center Road Signs – Planning Commission

Merritt Powell, Director of the Planning Commission, appeared before the Board of Supervisors to discuss the signage on the road off of Hwy 51 to the Civic Center. The current sign says South Street. Chancery Clerk Sluggo Davis said the street should be Turman Drive, since this is what is on record. Supervisor Tommy Lewis asked whose street is it? If it is this Boards decision to name it then it should be Turman Drive.

Supervisor Tommy Lewis made the motion and Supervisor Gerald Clifton seconded the motion to authorize the Planning Commission and the Road Department to change the name of the road off of Hwy 51 to the Civic Center to be Turman Drive.

Supervisor Lewis said there are weeds shoulder high off to the side of Turman Drive and asked County Road Manager Russell Dorris to see who is responsible to get this area of grass cut and if it is the County's to cut it. Supervisor John Caldwell said the landowner should cut the grass. Supervisor Lewis said this is a County Road. Supervisor Eugene Thach suggested the County Road Department cut the grass. Supervisor Caldwell said the road widening has been finished, but it has not been striped. Russell Dorris said the County would do the striping most of the time after the roads have been completed.

2. Approval for Board President to Sign Unclaimed Property Claim from State

County Administrator David Armstrong advised the Board of Supervisors of a letter received from State Treasurer Marshall Bennett regarding unclaimed property in the amount of \$147.00 due the County. Mr. Armstrong said the Board President is required the sign this claim and submit it to Jackson. The Board discussed the Chancery Clerk checking to see what this claim was about.

ITEM F.2, CONTINUED,

Supervisor Gerald Clifton made the motion and Supervisor Jessie Medlin seconded the motion to approve the Board President to sign the unclaimed property claim and submit it back to the State Treasurer’s office. The motion passed by a unanimous vote. ****See Exhibit F.2****

3. Comptroller – Joyce Riales

Comptroller Joyce Riales and Sarah Clenney, Accounting Clerk, appeared before the Board of Supervisors to present the following items:

a. Approval to Ratify Bond Payments

Verified loan repayment documents for DeSoto County Account #71-61-5881-3T 5 \$10,000,000, Mississippi Development Bank Promissory Note dated October 9, 2000, were presented by copy to each Supervisor. Payment was made to Hancock Bank against the following accounts as follows:

<u>Account #</u>	<u>Description</u>	<u>Payment Amount</u>
001-801-800	Principal	\$31,261.78
001-801-801	Interest	<u>\$17,013.77</u>
		\$48,275.55

Verified loan repayment documents for the \$18,000,000 MS Development Bank Special Obligation Bonds, Series 2000 (DeSoto County, MS General Obligation Public Improvement Bond Project; Issue #0350, were presented by copy to each Supervisor.

Payment for variable rate interest to be made for thirty days to Trustmark Bank against the following account:

<u>Account #</u>	<u>Description</u>	<u>Payment Amount</u>
215-800-801	Interest	\$29,381.92

Supervisor Jessie Medlin made the motion and Supervisor John Caldwell seconded the motion to ratify the bond payments as described above. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	ABSENT

****See Exhibit F.3.a****

b. Approval for Interfund Loan

Comptroller Joyce Riales said an interfund loan in the amount of \$322,392.80 is needed to cover principal, interest and paying agent fees due on the 1997 G.O. issue for \$7,000,000 on the Administration Building.

Supervisor John Caldwell made the motion and Supervisor Gerald Clifton seconded the motion to approve the interfund loan as follows:

From: General County Fund	001-000-054	\$322,392.80
To: Admin. Bldg. Interest & Sinking	051-000-148	\$322,392.80

The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES

ITEM F.3.b, CONTINUED,

Supervisor Gerald Clifton	YES
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Supervisor John Caldwell YES
Supervisor Tommy Lewis ABSENT

****See Exhibit F.3.b****

c. Investment of Surplus Funds

In accordance with Section 19-2-29 of the Mississippi Code, which states that whenever any county shall have on hand any bond and interest funds, any funds derived from the sale of bonds, special funds, or any other funds in excess of that required to meet the current needs and demands of no more than seven (7) business days, the Board of Supervisors of such county shall invest such excess funds.

At the recommendation of the Comptroller, Joyce Riales, Supervisor Jessie Medlin made the motion and Supervisor John Caldwell seconded the motion to approve the investment of surplus funds to First Security Bank, the high bidder to place their bid on time for funds as follows:

<u>Date of Investment</u>	<u>Bank</u>	<u>Amount</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>CD#</u>
10/30/02	First Security	\$3,000,000	1/08/03	70	1.90%	44337
10/30/02	First Security	\$6,000,000	4/29/03	181	2.00%	44336

The motion passed by a vote as follows:

Supervisor Jessie Medlin YES
Supervisor Eugene Thach YES
Supervisor Gerald Clifton YES
Supervisor John Caldwell YES
Supervisor Tommy Lewis ABSENT

****See Exhibit F.3.c****

d. Approval of Payment and Retainage Reduction to Pryor & Frazier

Jim Bearden, Director of Operations & Maintenance appeared before the Board of Supervisors to discuss the payment to Pryor & Frazier on the Jail Renovation. Mr. Bearden said Randy Scott, Project Manager for Kline Swinney, has recommended payment of \$222,199.25 to Pryor &Frazier. Mr. Bearden said the payment would be made by releasing CDs (retainage) one through eight for a total of \$201,102.00 and the County would issue a check for the balance amount of \$21,097.25. Mr. Bearden said the County would hold CDs nine through fifteen for a total amount of \$197,145. This would be held until the County receives training and the spare parts that is part of the contract.

Supervisor Jessie Medlin asked who fixed the doors at the jail. Jim Bearden said Southwest came and fixed the doors and then Willo Door, who is the main sub-contractor, came in to look at the doors.

Chancery Clerk Sluggo Davis said he has received several phone calls at his office from people who claim they have not received payment from Pryor and Frazier. Mr. Davis asked the Board Attorney where the County stands regarding these claims. Board Attorney Bobby Chamberlin said the sub-contractors would have to file a lien against Pryor & Frazier.

Jim Bearden said the releasing down to the 5% is per State law, but the County has the option to have a signed verification of vendors that are paid. County Administrator David Armstrong said he would request that Kline Swinney give a letter to the sub-contractors of the County’s payment to Pryor & Frazier.

ITEM F.3.d, CONTINUED,

Supervisor John Caldwell made the motion and Supervisor Eugene Thach seconded the motion to approve the payment to Pryor & Frazier, based on the recommendation of Kline Swinney Associates, for a total amount of \$222,199.25. The motion passed by a vote as follows:

Supervisor Jessie Medlin	NO
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	ABSENT

****See Exhibit F.3.d ****

e. Claims Docket

Comptroller Joyce Riales and Sarah Clenney, Accounting Clerk, presented the claims docket showing claims to be paid for various departments as of November 4, 2002, in the amount of \$3,151,511.11.

Supervisor John Caldwell asked if the drainage expense was coming out of the bridge fund. Road Manager Russell Dorris said he was making sure the money was applied to the right fund for payment. Joyce Riales said Daniel Murphy, Consulting County Engineer, codes the payments for drainage on the State-Aid road projects.

Supervisor Eugene Thach asked if the payment to Northwest College came from millage. County Administrator David Armstrong said yes.

Supervisor Eugene Thach made the motion and Supervisor John Caldwell seconded the motion to approve the claims docket in the amount of \$3,151,511.11 and to authorize the clerk to write the checks. The motion passed by a vote as follows:

Supervisor Jessie Medlin	NO
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

Supervisor Caldwell made the motion to reconsider the payment of the claims docket. Supervisor Tommy Lewis seconded the motion. The motion passed by a unanimous vote.

Supervisor John Caldwell suggested to hold over the check to Tina Hill for \$3,000, under the Tax Collector, since the County does not have a signed contract for this service. David Armstrong said this fee is for the collection of past due taxes for the County. Supervisor Caldwell asked the County Administrator to check and see if there was a contract for this service.

Supervisor John Caldwell made the motion and Supervisor Gerald Clifton seconded the motion to approve the claims docket, but to hold the check from the Tax Collector's budget to Tina Hill for \$3,000, and to authorize the clerk to write the checks. The motion passed by a vote as follows:

Supervisor Jessie Medlin	NO
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

ITEM F.3.e, CONTINUED,

Supervisor Jessie Medlin said he is not sure that the County cell phone users reimburses the County for personal use.

****See Exhibit F.3.e ****

Later in the meeting, the County Administrator David Armstrong said Tina Hill was used by the Tax Collector to deliver out tax collection claims, but there is no contract for this. Supervisor Eugene Thach said then it may have to go to the judge for the County to approve her pay.

Supervisor Eugene Thach made the motion and Supervisor John Caldwell seconded the motion to have the Board Attorney check and see how the County would be able to pay Tina Hill for the tax collections. The motion passed by a unanimous vote.

4. Approval of Travel

In accordance with Section 25-3-41 Mississippi Code of 1972, as amended, any official or employee of DeSoto County, Mississippi is hereby authorized to travel during the period of November 4, 2002 to December 2, 2002, as necessary, and incur travel expenses in the performance of their official duties for DeSoto County; that all such travel is hereby authorized contingent on funds being available in the departmental budget of the individual traveling.

Supervisor John Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize DeSoto County employees or officials to travel during the period of November 4, 2002 to December 2, 2002, as necessary, and incur travel expenses in the performance of their official duties for DeSoto County. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	ABSENT

5. Bid Opening for SAP-17 (54) Fogg Road – Daniel Murphy

Consulting County Engineer Daniel Murphy and State Aid Engineer Dan Tolar appeared before the Board of Supervisors to open Bids for State Aid Project No. SAP-17 (54)-Fogg Road, scheduled today November 4, 2002.

Daniel Murphy said there were two bids received to widen and overlay 5.362 miles of County highway on Fogg Road. Daniel Murphy said the State Aid estimate for this project was \$591,533. The two bids received were one from Lehman-Roberts Company, Memphis, TN for \$564,233.74 and one from APAC-Tennessee, Inc. for \$554,082.26.

Supervisor John Caldwell made the motion and Supervisor Tommy Lewis seconded the motion to take the two bids for SAP-17 (54) to widen and overlay 5.362 miles of Fogg Road under advisement until the bids can be verified for accuracy. The motion passed by a unanimous vote. ****See Exhibit F.5****

Dan Tolar and Daniel Murphy came back to the Board of Supervisors to verify the accuracy of the two bids for SAP 17(54). Dan Tolar said that the Lehman-Roberts Company bid and the APAC-Tennessee, Inc. bids were accurate. Daniel Murphy said that their recommendation is to go with the low bidder, APAC of Tennessee for \$554,082.26. Supervisor Eugene Thach made a motion and Supervisor Jessie Medlin seconded the motion to accept the recommendation from Dan Tolar, State Aid Engineer,

ITEM F.5, CONTINUED,

and Daniel Murphy, County Consulting Engineer, to accept the low bid from APAC of Tennessee to widen and overlay of 5.362 miles of Fogg Road. The motion passed by a unanimous vote.

At the request of Dan Tolar, Supervisor Jessie Medlin made the motion and Supervisor John Caldwell seconded the motion to issue advance credit of State Aid 2001-2002 funds on the project. The motion passed by a unanimous vote.

6. Bids Under Advisement County Auditors

Chancery Clerk Sluggo Davis said that he and Comptroller Joyce Riales have gone over the proposals submitted for the County Auditor for the next 3 years. Mr. Davis said he has spoken with some of the firms regarding their proposals and how they have planned to prepare the statements for GASB. Mr. Davis said the firms that did not quote for the GASB statements stated that an additional 30% would be added to their proposals. Mr. Davis said one of the firms did not supply any references and they have not done any government work. Mr. Davis said he is recommending the County hire Williams, Pitts, & Beard, PLLC as the County Audit Firm. Mr. Davis said they are familiar with the County's business and the County has worked with them in the past. Mr. Davis said that Justice Court and the Chancery Clerk's offices would have to assign County personnel to work with any of the other firms, since they would not be familiar with the County's business.

Supervisor John Caldwell asked if an audit would be done on E-911 and the Civic Center. Joyce Riales said they have their own audit firm. Supervisor Caldwell asked if the County's auditors should look over their audits. County Administrator David Armstrong said they have to submit their audits to the State.

Supervisor Jessie Medlin made the motion and Supervisor Tommy Lewis seconded the motion to hire Williams, Pitts, & Beard, PLLC, based on the recommendations of Chancery Clerk Sluggo Davis, since they are a local audit firm and they are familiar with the County's business, as the County Auditor's for fiscal years 2002, 2003, and 2004. The motion passed by a unanimous vote. ****See Exhibit F.6****

7. Approval to Bid Wrecked Motorcycle – Sheriff's Dept.

County Administrator David Armstrong said that there were two motorcycles wrecked last spring by the Sheriff's Department personnel and the Sheriff has requested authority from the Board to declare the motorcycles as surplus inventory and to go out for bid to sell the motorcycles.

Supervisor Tommy Lewis made the motion and Supervisor Gerald Clifton seconded the motion to declare the motorcycles as surplus inventory and to authorize going out for bid to sell the motorcycles. The motion passed by a unanimous vote.

8. Approval to Sign Requisitions

County Administrator David Armstrong asked the Board of Supervisors to authorize Michele Tyson for Buildings & Grounds and Amy House for Operations & Maintenance to be able to sign purchase requisitions.

a. Buildings & Grounds – Michele Tyson

b. Operations & Maintenance – Amy House

Supervisor Jessie Medlin made a motion and Supervisor Gerald Clifton seconded the motion to approve Michele Tyson for Buildings & Grounds and Amy House for Operations & Maintenance to be able to sign purchase requisitions, in accordance with

ITEM F.8, CONTINUED,

Section 31-7-101, which states the Supervisors of each County in the state shall establish

a Central Purchase System, with approval of the Board of Supervisors. The motion passed by a unanimous vote.

9. Approval of Bailiff Pay

Pursuant to Section 25-7-27, Section 1, paragraph (e), which allows for Constables working as Bailiffs to be paid as provided under Section 25-3-69, Mississippi Code of 1973, Annotated, Supervisor Gerald Clifton made the motion and Supervisor Eugene Thach seconded the motion to pay Joe Holmes the amount of \$200.00 for the month of October 2002; to pay Lee Hodge the amount of \$240.00 for the month of October 2002; and to pay Floyd Medlin the amount of \$240.00 for the month of October 2002, for their services as Bailiffs for DeSoto County Justice Court. The motion passed by a unanimous vote. ****See Exhibit F.9****

10. Justice Court Report

Justice Court Clerk Linda Aldridge appeared before the Board of Supervisors to present the Justice Court Report for the month of October 2002. Supervisor Eugene Thach made the motion and Supervisor Jessie Medlin seconded the motion to approve the Justice Court Report for the month of October 2002 attached as Exhibit F.10. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	ABSENT
Supervisor John Caldwell	ABSENT
Supervisor Tommy Lewis	YES

****See Exhibit F.10****

11. Approval of Copier Contract for Law Library

Supervisor John Caldwell made the motion and supervisor Eugene Thach seconded the motion to approve the copier purchase at \$800 with a service agreement of \$150.00 per year, which includes 1600 copies per year, with Copyplus Inc., for a Minolta EP1031 copier for the Law Library. The motion passed by a unanimous vote. ****See Exhibit F.12****

12. Requested Assistance from Days Water Association

Supervisor Eugene Thach made the motion and Supervisor Gerald Clifton seconded the motion to carry this item over until November 6, 2002 Board meeting. The motion passed by a unanimous vote.

13. Sheriff’s Employee Report

Supervisor Eugene Thach made the motion and Supervisor Jessie Medlin seconded the motion to carry this item over until November 6, 2002 Board meeting. The motion passed by a unanimous vote.

14. Approval of Metro Narcotics Forfeiture Added to Inventory

County Administrator David Armstrong said that Metro Narcotics has requested approval from the Board of Supervisor to add a 2001 Ford, F-150 truck, Vin # 1FTRW08LX1KF57959, a forfeiture from Emmet Hart, to the Metro Narcotics inventory.

ITEM F.14, CONTINUED,

Supervisor Jessie Medlin made the motion and Supervisor John Caldwell seconded the

motion to approve adding the 2001 Ford, F-150 truck, Vin # 1FTRW08LX1KF57959, a forfeiture from Emmet Hart, to the Metro Narcotics inventory. The motion passed by a unanimous vote. ****See Exhibit F.14****

15. Central Maintenance

Pursuant to Section 65-17-7 of the Mississippi Code of 1972, Annotated, Road Manager Russell Dorris presented the Road Report for September 26, 2002 thru October 25, 2002 and the Work Schedule for the month of November 2002 and the Road Bond Report.

- a. Road Report and Work Schedule**
- b. Road Bond Report**

Russell Dorris said they have sent out letters and called on the developer of Dogwood Hollow Subdivision, but have not received a response.

Supervisor Eugene Thach made the motion and Supervisor Gerald Clifton seconded the motion to accept the Road Report, the Work Schedule and the Road Bond Report as presented by the Road Manager and to authorize the release on the Morrow Crest North “A” subdivision \$20,000 maintenance bond and put all roads under County maintenance after the punch list is completed as listed in exhibit (F.15.b). The motion passed by a unanimous vote. ****See Exhibit F.15.a.b****

16. Approval of Cingular Cell Phone Contract Changes

Vanessa Lynchard, Director of Administrative Services, said several of the County cell phone charges have been going over their plan minutes lately. The Department Heads have monitored these phones and feel that the phone plans need to be expanded to keep from going over in the minutes. Road Manager Russell Dorris would also like to try the mobile to mobile plan for his personnel to be able to save on the minutes being used. The cost for this is only about \$10.00 per month added to the bill. Vanessa Lynchard said the phone for the Animal Control personnel, Steve Powell, is less than Clara Riley’s, but it would also save on the minutes if they also had the mobile to mobile.

Vanessa Lynchard asked the Board of Supervisors for approval to make these changes for these departments and if the Board would wanted to have the mobile to mobile service added to their cell phones also.

Supervisor Gerald Clifton made the motion and Supervisor Tommy Lewis seconded the motion to authorize Vanessa Lynchard to expand the cell phone services for the following departments and to add the Cingular to Cingular service to these departments at a fee of \$10.00 per month:

a. Central Maintenance

<u>Phone #</u>	<u>Current Plan</u>	<u>Current Price</u>	<u>Recom’d Plan</u>	<u>New Price</u>	<u>Mobile/Mobile</u>
901-604-5891	250 Nation	\$29.99	400 Home	\$39.99	\$10.00
901-604-5893	400 Home	\$39.99	700 Home	\$49.99	\$10.00
901-413-8505	400 Home	\$39.99	700 Home	\$49.99	\$10.00
901-603-7003	250 Nation	\$29.99	350 Nation	\$39.99	\$10.00

b. Animal Control

<u>Phone #</u>	<u>Current Plan</u>	<u>Current Price</u>	<u>Mobile/Mobile</u>
901-603-8242	1500 Home	\$99.99	\$10.00
901-485-1974	700 Home	\$49.99	\$10.00

ITEM F.16, CONTINUED,

c. Board of Supervisors

Phone #	Current Plan	Current Price	Mobile/Mobile
901-827-1037	350 Nation	\$39.99	\$10.00
901-604-4233	250 Nation	\$29.99	\$10.00
901-413-8664	900 Nation	\$69.99	\$10.00
901-604-4232	1200 Nation	\$99.99	\$10.00

The motion passed by a vote as follows:

Supervisor Jessie Medlin	NO
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

17. Approval of Publications of Board Proceedings

Supervisor Gerald Clifton made the motion and Supervisor Tommy Lewis seconded the motion to approve the publication of Board Proceedings in accordance with Section 19-3-33 of the Mississippi Code, which states that the Board of Supervisors may have its proceedings published in some newspaper published in the county, and cause the same to be paid for out of the county treasury. The motion passed by a unanimous vote.

18. Approval for Board President to Sign Closeout Grant Packages

County Administrator David Armstrong said the Board needs to authorize the Board President to sign the Grant Closeout papers on the FY2001 Subgrants for Metro Narcotics and the Youth Court Victims Witness Coordinator, and for the CDBG Close Out on Hacks Cross Road and to make them a part of the minutes.

Supervisor Gerald Clifton made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the Close Out Grant papers for the following items and to make them a part of the minutes:

- a. Metro Narcotics Grant – Oct. 1, 2002 thru Sep. 30, 2002**
- b. Youth Court Victims Witness Coordinator Grant – Oct. 1, 2002 thru Sep. 30, 2002**
- c. CDBG Close Out Hacks Cross Road**

The motion passed by a unanimous vote. ****See Exhibit F.18.a.b.c****

19. Chancery Clerk Allowances

On this date, Chancery Court Clerk W. E. Davis presented an Order of Allowances to the Board of Supervisors for the October 2002 Term in the amount of \$900.00.

Supervisor Eugene Thach made the motion and Supervisor Tommy Lewis seconded the motion to approve this payment, pursuant to Section 25-7-9 of the Mississippi Code of 1972, Annotated. The motion passed by a unanimous vote. ****See Exhibit F.19****

20. Approval to Seek Proposals for Property & Causality Insurance May 22, 2003

County Administrator David Armstrong said he was requesting approval from the Board to put together a total package for the County's Property & Causality Insurance proposals. Mr. Armstrong said the County had a request for this information recently, but it takes time to put all of the information together. Supervisor Eugene Thach said he had received a call from an insurance carrier about this request on the County's insurance

ITEM F.20, CONTINUED,

requirements and they were told the information was not available. Mr. Armstrong said it would take most of the month of November to get all of the information together to be

able to put out for proposals. Mr. Armstrong said whoever the County uses for this insurance, that they will also be the agent for the County.

Supervisor Eugene Thach made the motion and Supervisor Jessie Medlin seconded the motion to authorize advertising for proposals on the County’s Property & Causality Insurance. The motion passed by a unanimous vote.

21. Approval to Seek Proposals for Workers Compensation Insurance Dec. 31, 2002

County Administrator David Armstrong asked the Board of Supervisors for approval to seek proposals for the County’s Workers Compensation Insurance.

Supervisor Tommy Lewis made the motion and Supervisor Gerald Clifton seconded the motion to authorize the County Administrator to seek proposals for the County’s Workers Compensation Insurance. The motion passed by a unanimous vote.

22. Approval of Inventory Dispositions

Supervisor Eugene Thach made the motion and Supervisor Gerald Clifton seconded the motion to accept receipts from the Inventory Clerk pursuant to Section 31-7-107 of the Mississippi Code and did approve the disposition on the report as follows:

a. Data Processing - Preliminary						
Asset #	Serial #	Description	Reason For Disposal	Location of Items at Preliminary Approval	Disposed By	Location of Final Disposal
6074	94031241229	Black Box Switch	Outdated not used	Data Processing		
6075	94024241175	Black Box Switch	Outdated not used	Data Processing		
6190	92273762765	Black Box Switch	Outdated not used	Data Processing		
6076	94035241233	Black Box Switch	Outdated not used	Data Processing		
6079	A05720003760	Modem	Outdated not used	Data Processing		
6167	23855LC	IBM 8228	Outdated not used	Data Processing		
8304	1F8E662492	Epson LQ570 Printer	Broken	Data Processing		
6211	41NE221264	Epson LQ570 Printer	Broken	Data Processing		
6219	11B5744	IBM 2391 printer	Broken	Data Processing		
6104	9001394722	General Datacom	Outdated not used	Data Processing		
8311	SG73Q1115v	HP ScanJet 5P	Broken	Data Processing		
8144	23W3642	IBM monitor	Broken	Data Processing		
b. EMS Rescue – Preliminary & Final						
Asset #	Serial #	Description	Reason For Disposal	Location of Items at Preliminary Approval	Disposed By	Location of Final Disposal
282	E002456	Hurst unit	Traded in for JL-46H Du Hnda generator	Eudora Rescue traded to Matrx PO# 73380		
c. Maintenance Department - Final						
Asset #	Serial #	Description	Reason For Disposal	Location of Items at Preliminary Approval	Disposed By	Location of Final Disposal
10053	71952	Delta 10” Saw	Motor burned up	Maintenance Dept		
16150	273515T	Dayton ½ Bench Grinder	Broken	Maintenance Dept		

The motion passed by a unanimous vote. ****See Exhibit F.22.a.b.c****

Vanessa Lynchard said that with the implementation of GASB some items are not mandatory to be on inventory, so these things would come back to the Board to be taken off the inventory.

ITEM F, CONTINUED,

23. Approval of Board of Supervisors Agenda Format

County Administrator David Armstrong stated that there was a Consent Agenda structure that would group items together as a formality that could be voted on by the Board at one time, thereby reduce some of the time it takes to vote on every individual item on the agenda. Supervisor Gerald Clifton said he had spoken with the Board Attorney to see if the Board could legally do this and be able to expedite the agenda. Board Attorney Bobby Chamberlin said any items that are of a general formality, this Board is still responsible for a vote, and if any one Supervisor wants to set an item aside it can be done. This consent agenda would cut some administrative time down. Mr. Armstrong said a copy of items that could be handled under the consent agenda was in the Supervisors packet to look at. The Board discussed voting on items that they have not been briefed on prior to coming to the meeting. Supervisor John Caldwell said this would require the information being sent to the Supervisors prior to the Board meeting, so they could determine if it should be a consent agenda item. Bobby Chamberlin said that no vote was necessary for the Board on this item. Supervisor Jessie Medlin asked for the County Administrator to get together with the departments that submit information for the Board meeting concerning items under the consent agenda to see if they are agreeable to this.

G. EXECUTIVE SESSION

The executive session portions of these minutes are recorded under the portion of the minutes called "Executive Session."

H. OTHER ISSUES

1. Central Maintenance Christmas Holidays

Road Manager Russell Dorris asked the Board of Supervisors if they wanted to shut down the Central Maintenance office for the week of Christmas. Russell Dorris said they would have personnel on call for any emergencies that came up in the County. Supervisor Eugene Thach suggested for the Road Manager to bring a recommendation to the Board after talking with his department. Supervisor Jessie Medlin said there were some employees who would not have vacation time built up to be able to take the full week off without pay. Russell Dorris said the Christmas Holiday allowed would be Tuesday and Wednesday, so there would only be three days to be considered. Supervisor Jessie Medlin said the Board has no problem with them taking the three days and being back on Monday as long as they know they are on call and they have the time to take off. No votes or motions were made on this item.

2. Chickasaw Bluff Subdivision

Supervisor John Caldwell said where the roads are being paved in the Chickasaw Bluff Subdivision that they aren't paving in the spillway section. Road Manager Russell Dorris said to pave the spillway area would possibly raise the level and this would have to be looked at before they pave it. No motions were made on this item.

3. Stewart Estates Drive

Board Attorney Bobby Chamberlin said the landowner has signed the agreement to pay \$4,000 for the paving of his portion of Stewart Estates Drive and the Board needs to make this agreement as an exhibit part in the Board minutes.

Supervisor Jessie Medlin made the motion and Supervisor Eugene Thach seconded the

ITEM H. 3, CONTINUED,

motion to approve making the agreement with the property owner on the paving of Stewart Estates Drive a part of the Board minutes and enter it as an exhibit in the minutes. The motion passed by a vote as follows:

Supervisor Jessie Medlin YES

Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	ABSENT

****See Exhibit H.3****

4. Food Pantry Lease

Board Attorney Bobby Chamberlin said he has received the signed Lease Agreement back from the Olive Branch Food Pantry and it needs to be made a part of the Board minutes.

Supervisor Gerald Clifton made the motion and Supervisor Jessie Medlin seconded the motion to approve making the signed Lease Agreement with the Olive Branch Food Pantry a part of the Board minutes. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	YES
Supervisor Gerald Clifton	YES
Supervisor John Caldwell	YES
Supervisor Tommy Lewis	ABSENT

****See Exhibit H.4****

5. Domestic Preparedness Cooperative Agreement Grant

T. H. Walker, Director of Emergency Management, appeared before the Board of Supervisors to advise them of a Press Conference that would be held Thursday, November 7, 2002 at 11:00 a.m. in the Board of Supervisor’s room. Mr. Walker said the Department of Justice FY99 Federal Grant of \$100,048 would be presented for the Regional Response Team in DeSoto County. Mr. Walker said MEMA, the local elected officials from DeSoto County, Horn Lake, Southaven, Olive Branch and Hernando would be present for this presentation. Mr. Walker said DeSoto County is the first County to receive this grant. No motions were made on this item.

6. Bridgetown

Road Manager Russell Dorris informed the Board of Supervisors that the new drainage pipes and catch basin have been installed in the Bridgetown section that had been approved by the Board. Mr. Dorris said the work is going well and they would proceed to another section that the Board had designated to be repaired.

7. DCRUA Loan Agreement for SRF

Supervisor John Caldwell made the motion and Supervisor Tommy Lewis seconded the motion to approve the Board President to sign the SRF Loan Agreement papers for the DCRUA for the County to be co-applicant on the loan. The motion passed by a vote as follows:

Supervisor Jessie Medlin	YES
Supervisor Eugene Thach	NO
Supervisor Gerald Clifton	YES

ITEM H.7, CONTINUED,

Supervisor John Caldwell	YES
Supervisor Tommy Lewis	YES

Supervisor Eugene Thach said he is opposed because he does not like for the payments to come out of the County’s Homestead, which is a part of the agreement. **** See**

Exhibit H.7**

8. Animal Shelter

David Armstrong asked Marvin Johnson when he would have the animal shelter plans done. Marvin Johnson said it would take too much of the Road Department's property to put the animal shelter there. Marvin Johnson said in the middle of the south side of the landfill it could be built on, but the question is if there is enough area to build. The horse arena will be in the northwest corner that has been the designated site. There would be a very little amount of grading necessary for the site. Jim Bearden said the horse arena and the animal shelter are not compatible in the same area, but he would like to put the animal shelter in the location where the old shelter was. Marvin Johnson said the animal shelter would have to have fencing and that he could have the plans ready for the Board by their next meeting on November 18, 2002. Supervisor Medlin asked how he would determine the size necessary for the shelter. Marvin Johnson said he designed the Southaven shelter and he would use that as a guideline. Supervisor Clifton said the Mayor stated the cost on the Southaven shelter was \$385,000. Marvin Johnson said that because of the use of the building for the animal shelter, it would be necessary to have a block and masonry type building so that it could be washed down for health reasons and this added to the cost. No motions were made on this item.

Supervisor Jessie Medlin made the motion and Supervisor Eugene Thach seconded the motion, to recess the meeting until Wednesday, November 6, 2002, at 9:00 am. The motion passed by a unanimous vote.

THIS the 4TH day of November 2002, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors